

Beloit College Office of Student Engagement and Leadership

****CONTRACT WORKSHEET****

Please note this is NOT a contract

This form needs to be completed before a contract can be drawn up. Contracts need to be fully executed (all arrangements made and signed by both parties (students cannot sign contracts on behalf of the college) at least 10 days prior to the event. Please plan accordingly!

Entertainer _____

Performance Date _____

(Please provide day of week, date, and year. i.e. Thursday, January 1, 2010)

Agent Name or Artist Name (if they are the primary contact): _____

Agency _____

Street Address _____

City/State/Zip Code _____

Phone _____ E-mail Address _____

Fax _____

Preferred form of contact (select one) E-mail Phone Mail Fax

Preferred deadline (date) for completed contract: _____

Nature of Services (ex., lecture, musical performance, etc.) _____

Performance Location _____

Performance Length (# of minutes) _____ Starting/Ending Times _____

Breaks (# of breaks and length of breaks—in minutes) _____

Sound CheckTime: _____

Contract/Fee amount (all inclusive, inclusive of hotel, travel, etc.): _____

(Note: Explain 6% out-of-state entertainer tax for contracts over \$7,000)

To be paid: _____ at conclusion of show _____ mailed following show

Co-Sponsorships: (list club/department and amount of co-sponsorship)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

NOTE: Technical needs of the performer(s) must be approved **BEFORE** contracting occurs. Please make sure to reserve A/V at least two weeks prior to your event. If the event will occur in Pearsons Hall, please work with the Campus Center office to make A/V requests.

Main Sponsoring group _____

Student Club Contact – Student (name, address, phone, email) – this information will be used on the contract

Date received by Student Engagement and Leadership: _____